

*Banner Cross Presents*



# SEATTLE PUBLIC SCHOOLS TECHNICAL ASSISTANCE PROGRAM FOR HISTORICALLY UNDER-UTILIZED BUSINESSES

# MICROSOFT WORD COMPETENCY WORKBOOK

SSD

2010

F.l.p.s.bb

## DISCLAIMER

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This manual is "Free" to all HUB (Historical Underutilized Businesses) participants and will not be "sold".

If you should have any questions, please feel free to contact:

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**Suite 2200**  
**Seattle, Washington 98101**

## **Welcome to Banner Cross Technical Learning System!**

This program has been designed especially for Historically Under-Utilized Business (HUB) owners, staff members, and other entrepreneurial minded participants who seek to enhance their marketability through development of computer-based business skills.

This is a four-module program.

The first module introduces the use of MS Word.

The second module introduces the use of MS Excel

The third module introduces MS Project

The fourth module introduces key business applications

Upon completion of the four learning modules, you will be able to:

- 1 Use and understand the basic and relevant functions of MS Word, MS Excel, and MS Project.
- 2 Apply your MS Word, MS Excel, and MS Project knowledge and hands-on exposure in the classroom.
- 3 Understand key business applications for the improvement of your business skills.

Please enjoy your Banner Cross Learning System Technical Assistance Program experience. We are here to introduce you to computer applications that you will need to manage your business and to help you improve your business skills.

Please consider us as a resource in your learning program.

Dr. Leon F. "Skip" Rowland  
Principal, Banner Cross

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**Participants will be able to:**

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**Objective:** Upon completion of the Microsoft Word segment of the HUB Training curriculum, participants will be able to:

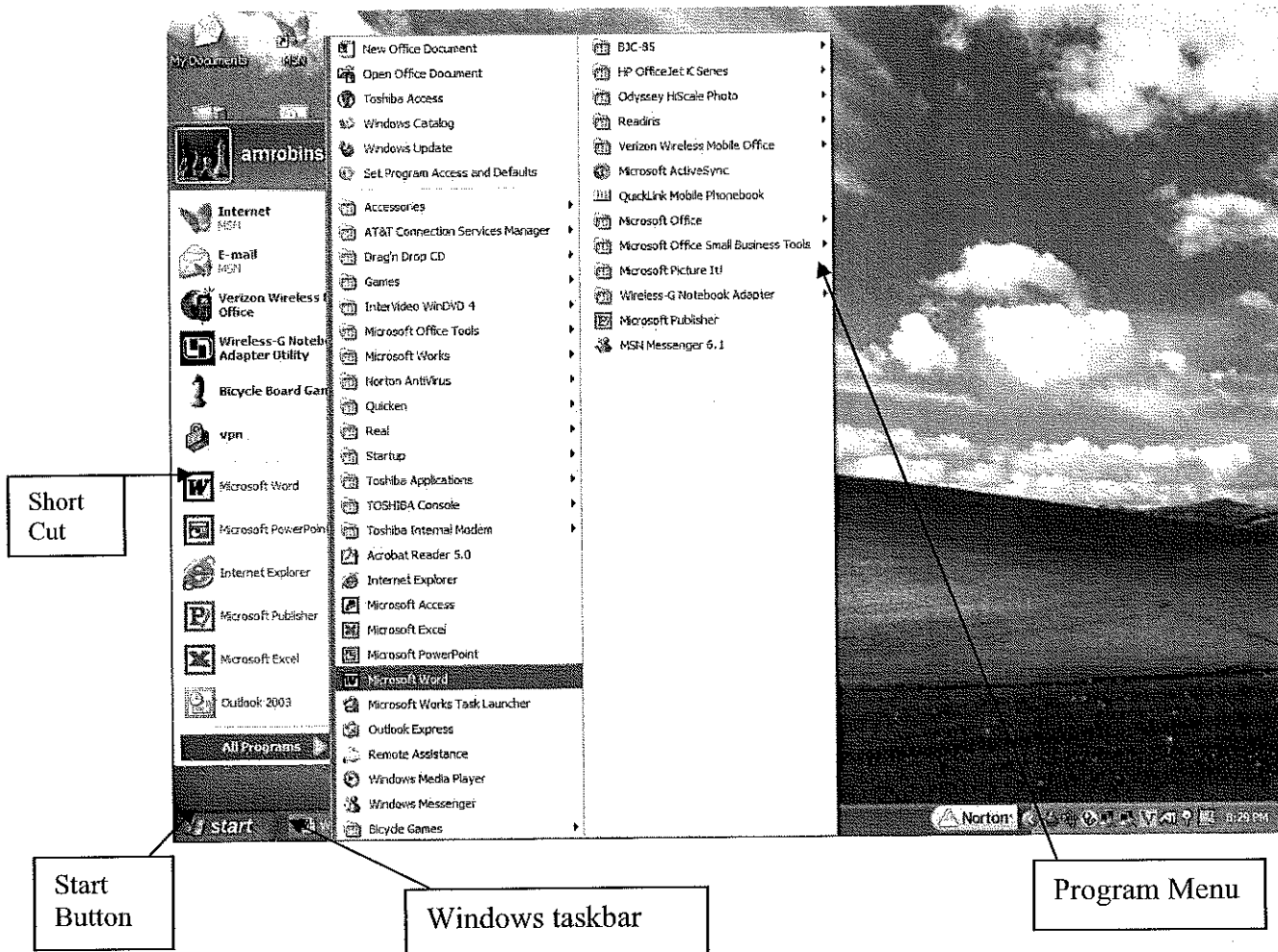
- Use and understand the basic and relevant functions of MS Word.
- Apply their MS Word knowledge and hands-on exposure in the classroom.

**Lesson 1**

- Working with Windows for the First Time
- Working with Word Windows
- Menu Commands
- Changing Menu and Toolbar Options
- Save and Print
- Exercise

## Lesson 1

### Working with Windows for the First Time



#### There are two methods you can use to start a program:

- You can start a program with its button on the Office Shortcut bar.
- You can start a program through its command on the **Start** menu.

#### **Practice Steps:**

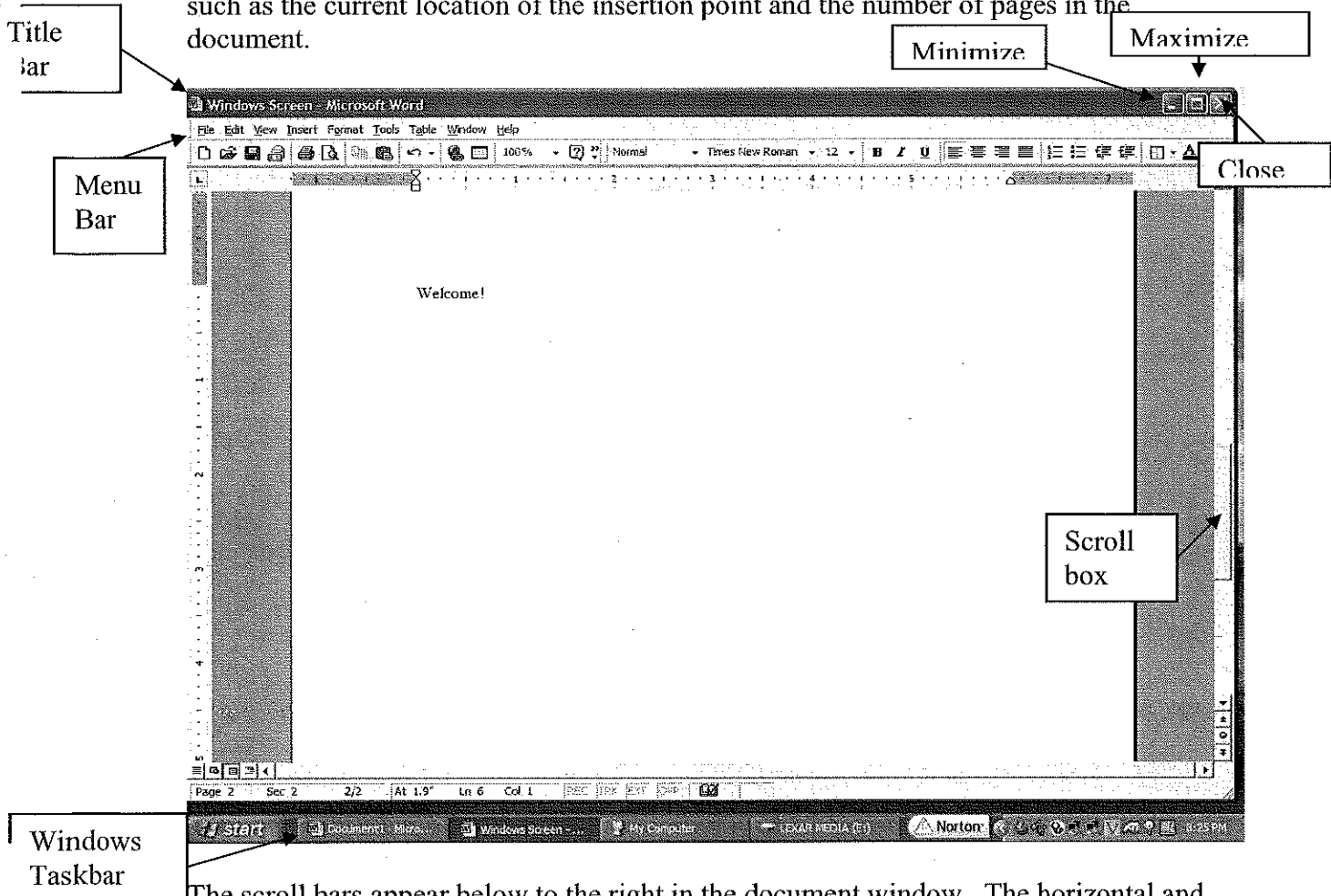
1. Click the **Start** button on the taskbar.
2. Point to **Programs**.
3. Select **Microsoft Word**.

---

## Working with Word Windows:

When Word starts, the application window opens. The title bar, which appears at the top of the application window, displays the name of the current document and the name of the application. Under the title bar is the menu bar allows you to access various commands that are grouped according to function.

The status bar appears at the bottom of the application window and provides information such as the current location of the insertion point and the number of pages in the document.



The scroll bars appear below to the right in the document window. The horizontal and vertical bars allow you to quickly move around in the window. These buttons assist you in navigating large documents by going to specific objects such as a page, section or heading.

### Practice Steps:

- Scroll through the Word windows features.

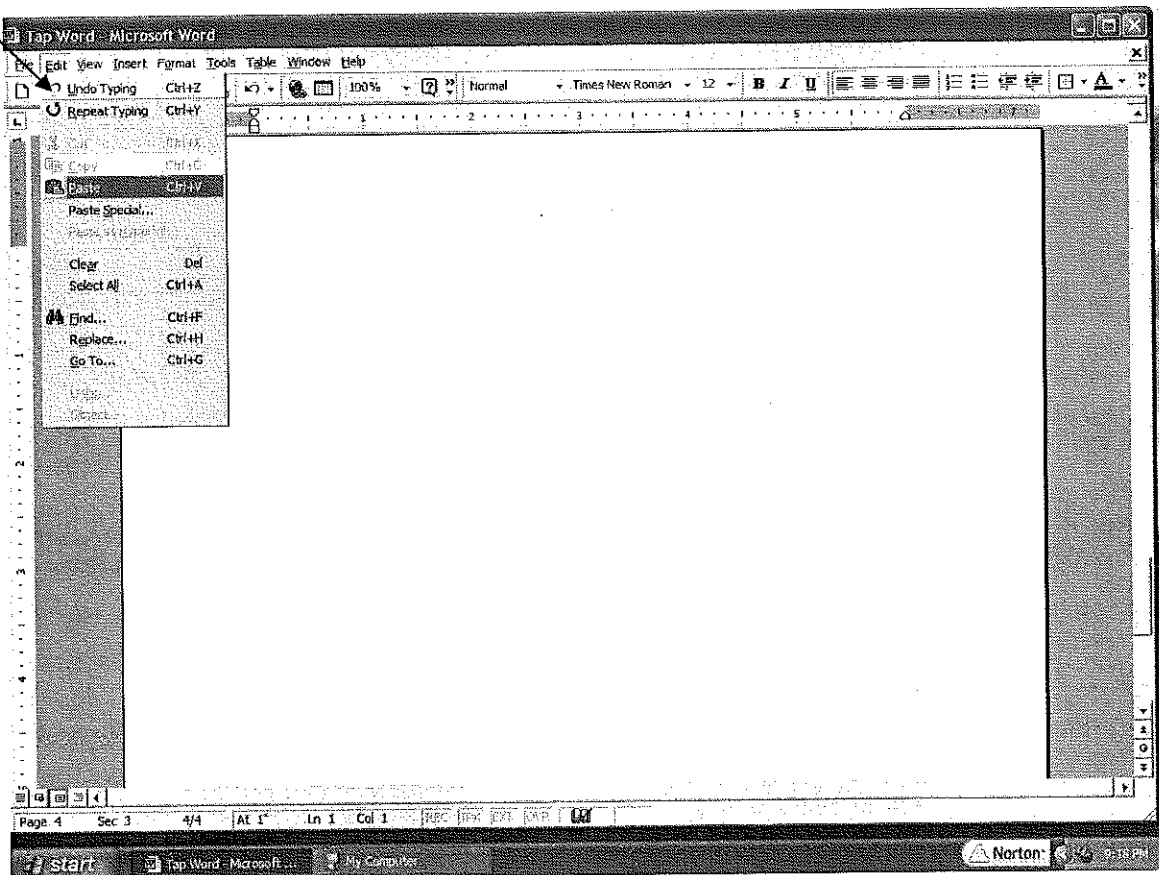


## Menu Commands:

The menu bar located under the application title bar provides access to all the features of Word. Each menu contains commands grouped by function. When you select an item on the menu bar, a list of commands appears from which you can select the desired command.

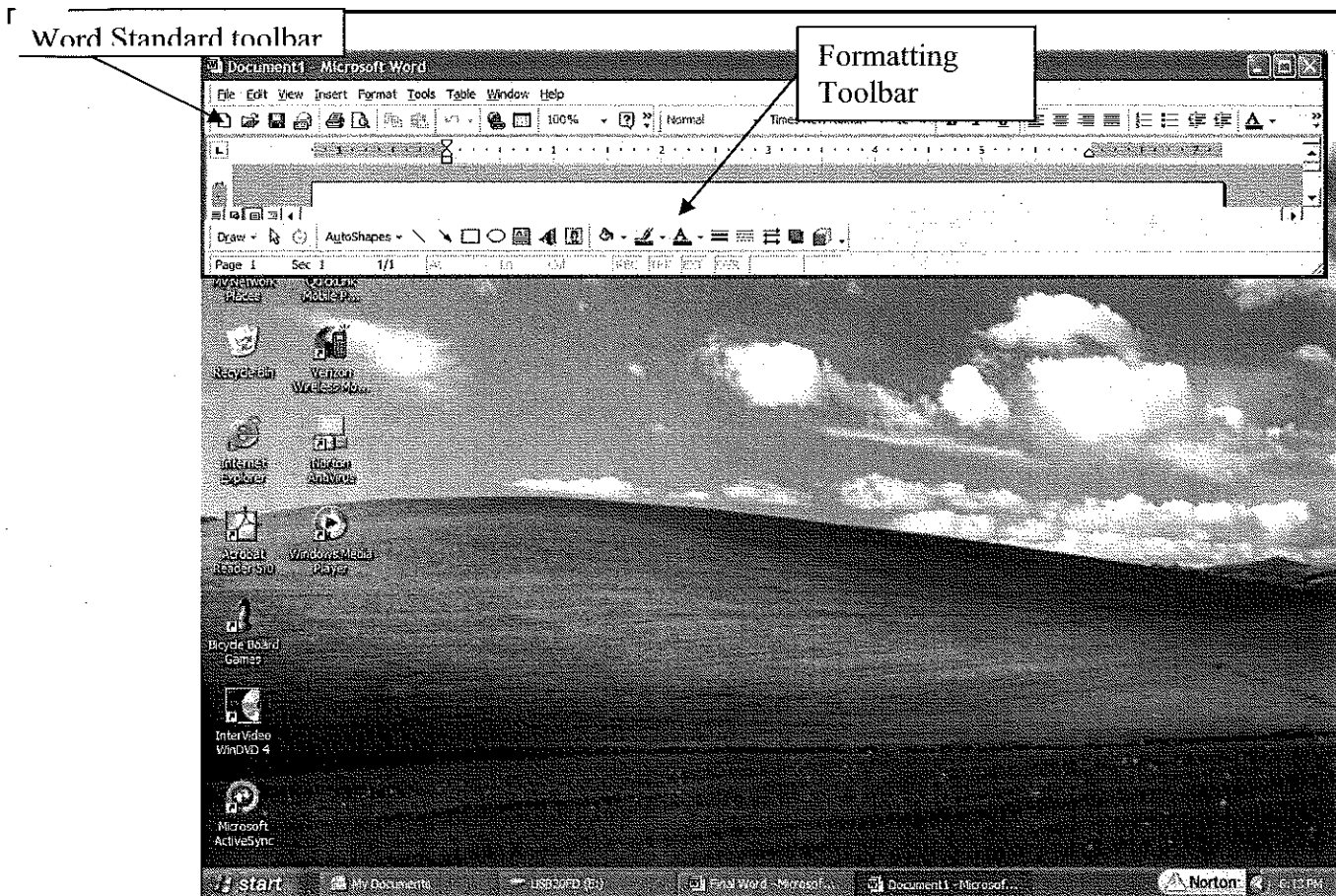
Each menu appears in two stages, a short menu and a full menu. When you first select a menu, the short menu appears with the most frequently used commands.

Edit  
Menu



You can choose to show full menus by selecting the **Tools** menu and then selecting the **Customize** command. On the **Options** page in the customize dialog box, deselect the **Menus show recently used commands first** option.

## Changing Menu and Toolbar Options



The **Standard toolbar** contains buttons for the most common commands, such as opening, saving and printing files.

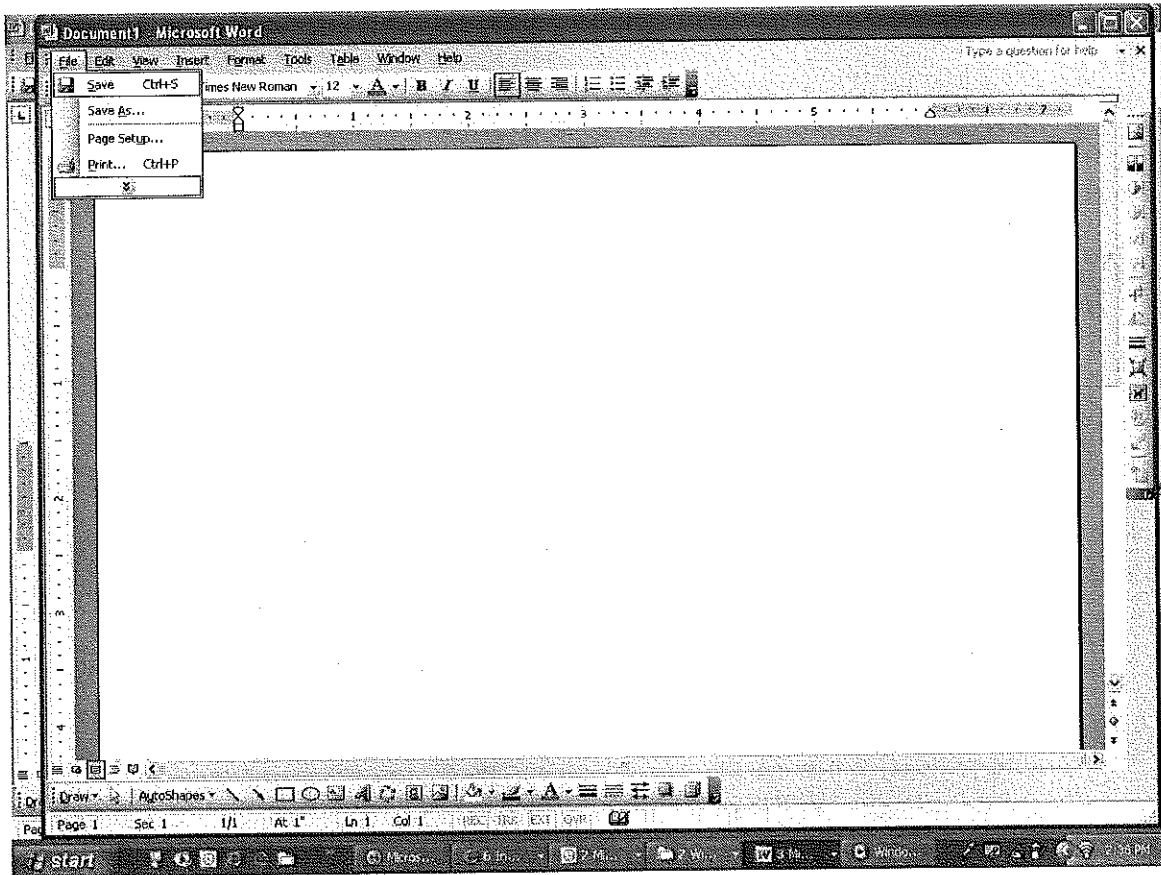
The **Formatting toolbar** contains buttons that you can use to change the appearance of your data.

When you rest the mouse pointer on a toolbar button, a ScreenTip appears, displaying the name of the button.


You can drag a toolbar to the sides or bottom of the window, or place it in the document area.

- Just click the toolbar's handle and drag it where you want.
- Toolbars can share the same horizontal area.

## Save and Print



To keep your work, you have to save it, and it's never too early to do that.

To save your document for the first time, click **Save**  on the **Standard** toolbar. If you prefer to use the keyboard, press CTRL+S (hold down the CTRL key and then press S; this is called a **keyboard shortcut**).

After you save your document, and you continue to type, click the **Save** button, or click CTRL+S, every once in a while. That will save the changes you make as you work. Then, when you finish, save the document once again.

---

**Exercise:**

- 1). Start Word
- 2). Find the new blank document button.
- 3). Use the mouse to view the short Insert as well as the full menu button.
- 4). Display the drawing and database toolbars.
- 5). Display the Standard toolbar as a floating toolbar in the document.
- 6). Click the more buttons.
- 7). Click add or remove buttons.
- 8). Save and Exit

**Congratulations!!!!**

**Participants will be able to:**

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**Text Editing**

**Objective:** Upon completion of this chapter participants will be able to:

- Use and understand the basic and relevant functions of Text Editing
- Apply their knowledge and hands-on exposure in the classroom

**Lesson 2**

- Remove characters
- Check Spelling
- Check Grammar
- Cut/copy and paste text
- Delete selected text
- Exercise

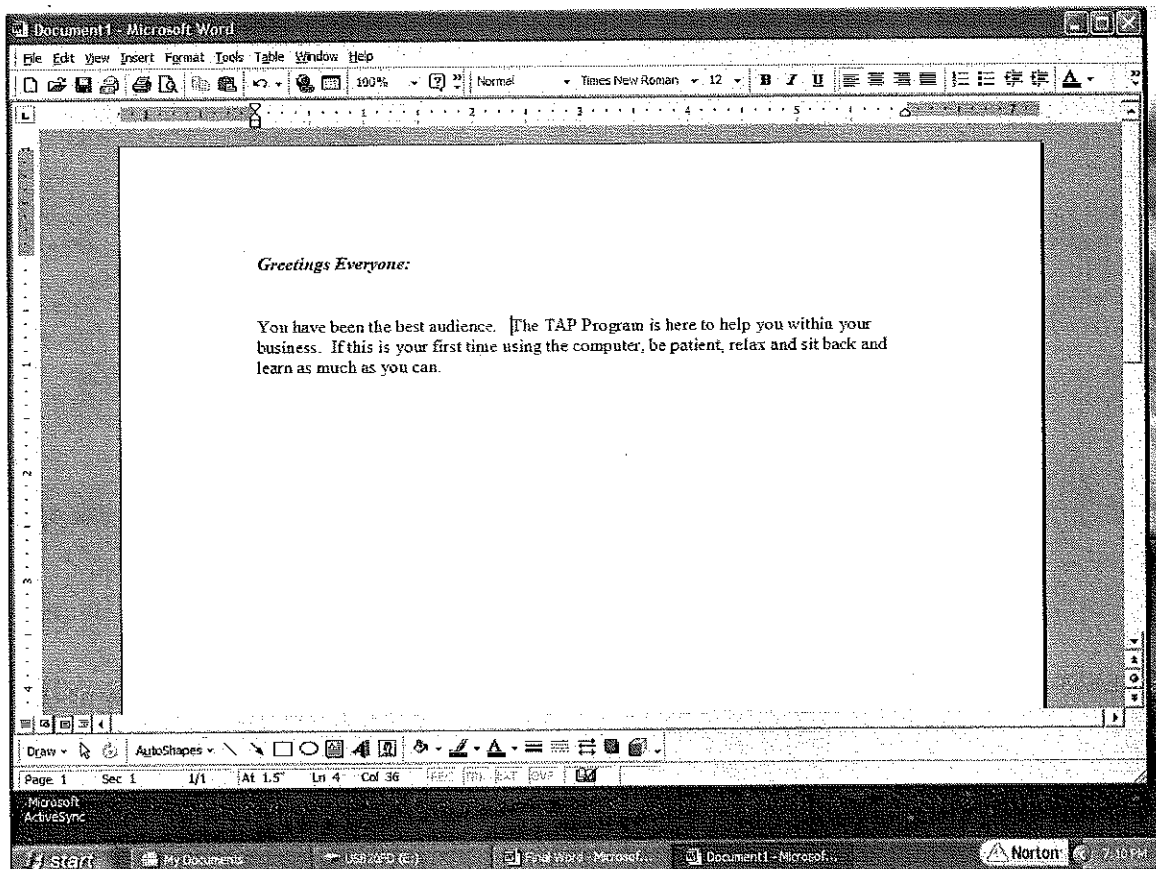
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## Remove Characters

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You can use the **Backspace** key or the **Delete** key to remove one character at a time. The **Backspace** key removes the character to the left of the insertion point and the **Delete** key removes the character to the right of the insertion point.

There may be times when you need to delete a word, sentence, paragraph, or block of text. You must first select the text. Once the text has been selected, it can be deleted with a single keystroke.



### Practice Step:

- Type a small paragraph.
- Remove characters using the Backspace and the Delete keys.

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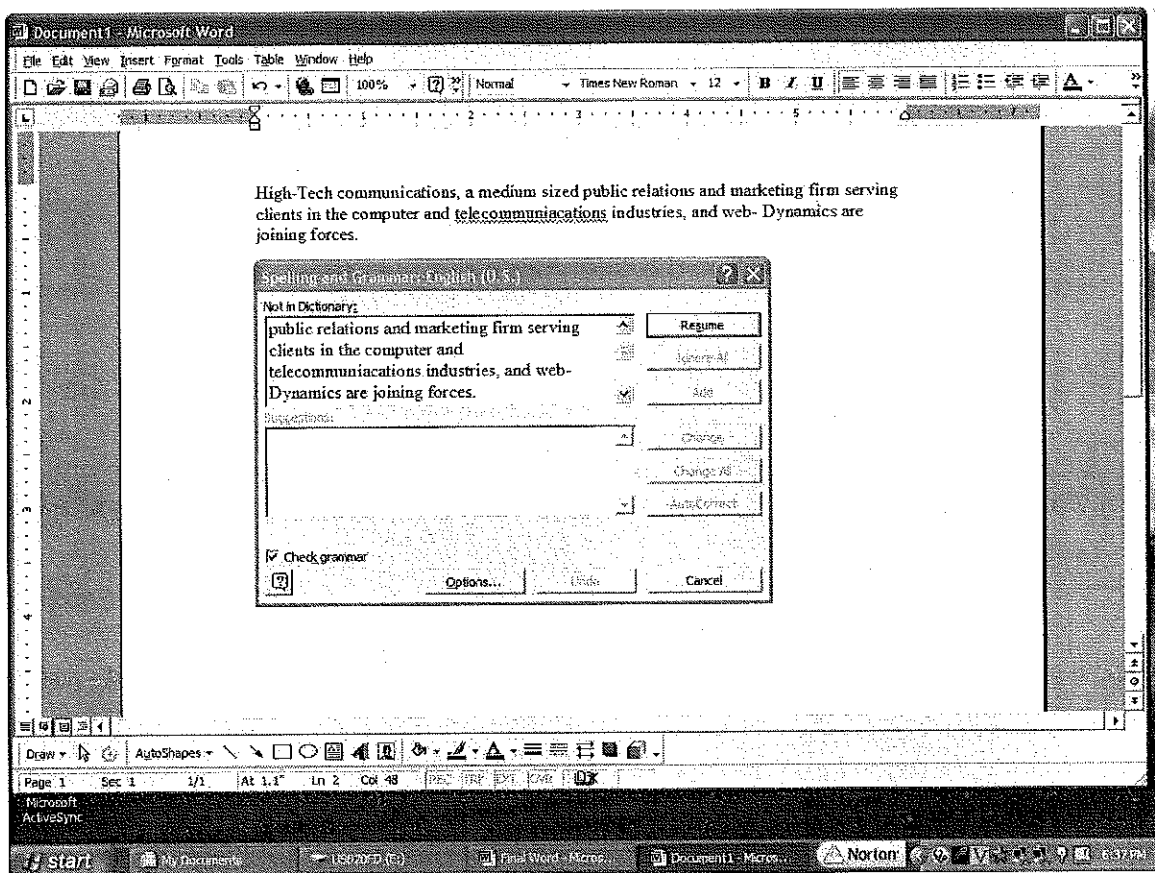
## Check Spelling

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You can check the spelling in an entire document or in part of a document. To check the spelling in part of a document, you must first select the part.

The spelling checker identifies any word not in the Word dictionary as misspelled, including proper names, words with unique spellings, and technical terms.

When Word identifies a misspelled word, you can correct the spelling, ignore the spelling, or add the word to the dictionary.



- Position insertion point where you want to start checking.
- Check Spelling button
- Click Tools
- Click Spelling
- Choose from the following options:
  - Click Change All to change the word everywhere in document
  - Click Ignore to continue without changing.

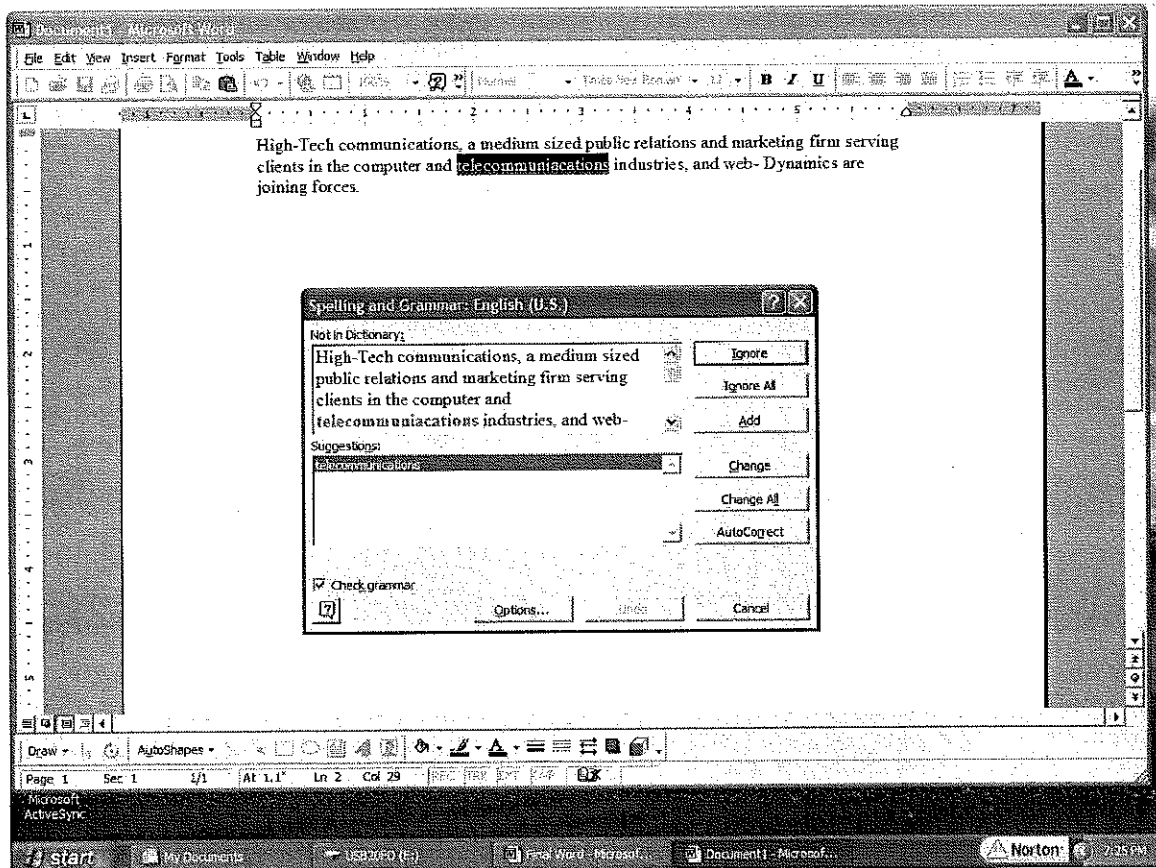
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## Check Grammar

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By default, Word checks the grammar in a document at the same time that it checks the spelling.

You can also check the grammar as you type. When Word identifies a grammatical mistake, you accept the suggestion or ignore it.



- Position insertion point where you want to start checking or Select text you want to check.
- Check Spelling and Grammar.
  - Click Tools
  - Click Spelling and Grammar.

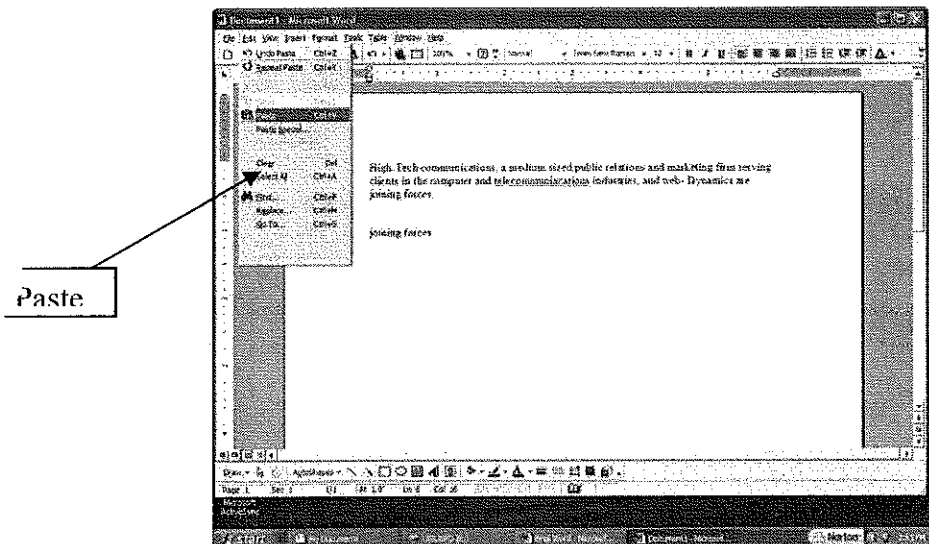
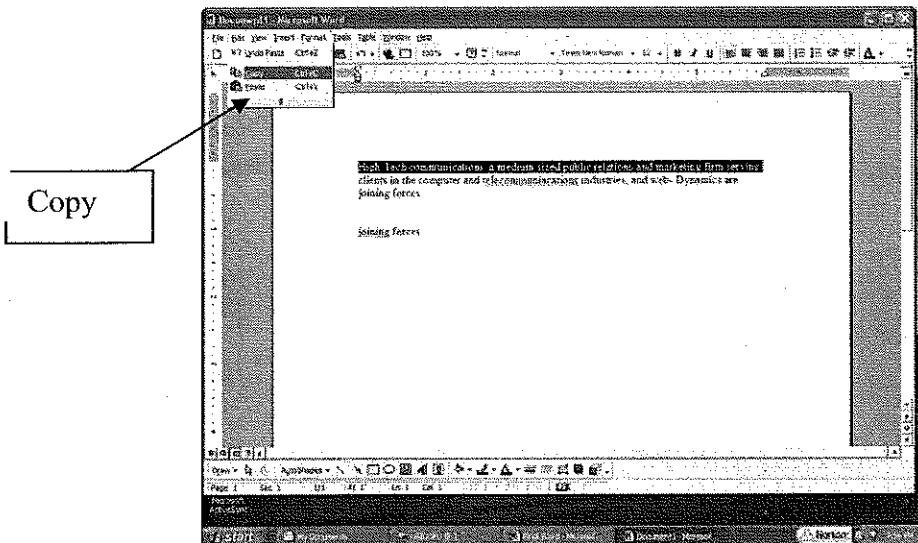


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## Cutting/Copy and Pasting Text

When editing a document, you may want to move or copy text, either within the same document or between documents.

When you move text, the text is removed from its original location and placed into a new location. The **Cut** and **Paste** features make it easy to move text.



### Practice:

Type a short letter with (3) short paragraphs. Save letter as Construction 1. Open another letter and save as Construction 2. **Cut** and **Paste** the first paragraph from Construction1 to Construction 2 letter,

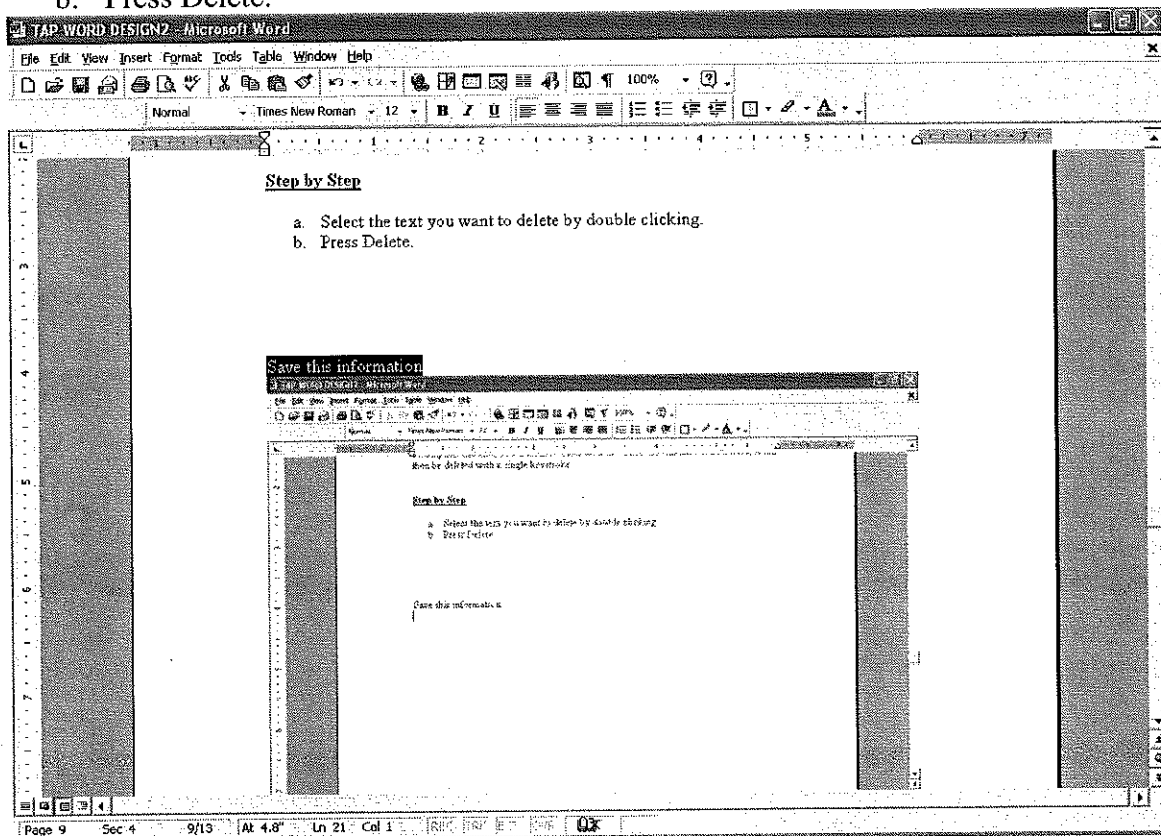
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## Deleting Selected Text

Many times you will need to delete a word, sentence, paragraph, or block of text. To accomplish this task, you must first select the text. Once the text has been selected, it can then be deleted with a single keystroke.

### Step by Step

- a. Select the text you want to delete by double clicking.
- b. Press Delete.



## Copying and Pasting Text

When you move text, the text is removed from its original location and placed into a new location. The cut and paste feature, makes it easy to move text.

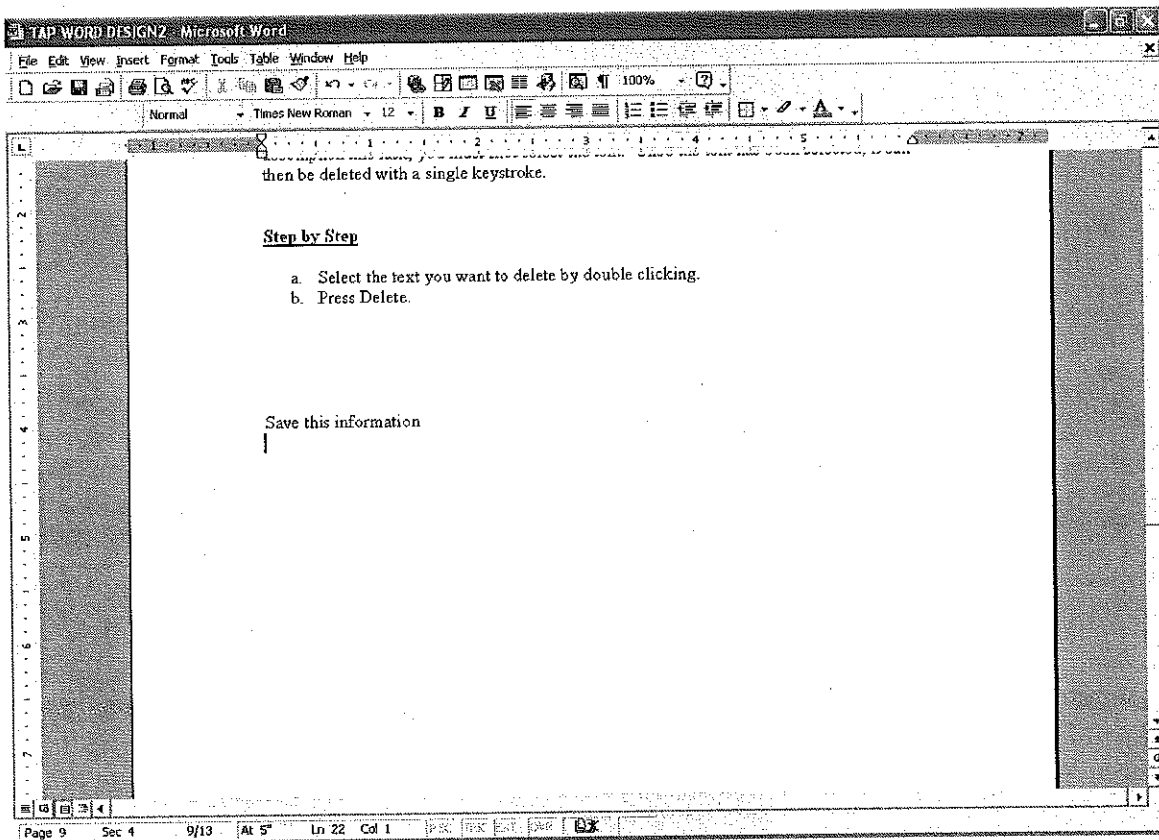
When moving, or copying text using the Cut, Copy and Paste features, Word automatically adds or removes spaces as needed, provided that the Use smart cut and past option has been enabled on the Edit page in the Options dialog boxes.

Cut or copied text is place on the Office Clipboard, where it is saved until you choose to paste it to a new location. The clipboard can hold more than one item. The paste feature does not remove the text from the clipboard and you can continue to past the same item again and again.

## Move and Paste Text To New Location

### Step by Step

1. Drag to select the text you want to move.
2. Click the cut button on the Standard toolbar.
3. Position the insertion point in the location where you want to paste the text.
4. Click the Paste button on the Standard toolbar.
5. Drag to select the text you want to copy.
6. Click the Copy button on the Standard toolbar.



**Exercise:**

1. Type a letter to a client.
2. Using the Cut and Paste features, move the second paragraph to a different section of the paper.
3. Copy the text with your name and address to the bottom of the page.
4. Separate the paragraphs, using 2 spaces.
5. Close the document without saving it.
6. Save document.

**Congratulations!!!!**

**Participants will be able to:**

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**Objective:** Upon completion of this chapter participants will be able to:

- Use and understand the basic and relevant functions using headers and footers.
- Apply their knowledge and hands-on exposure in the classroom

### **Lesson 3**

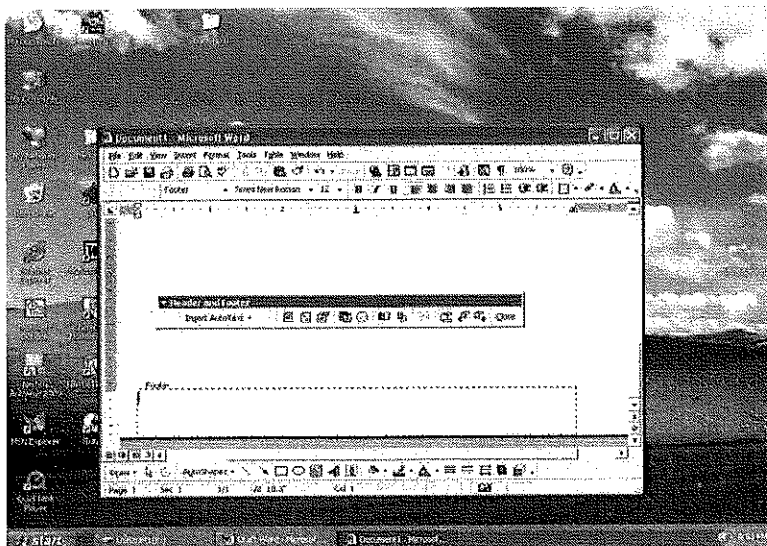
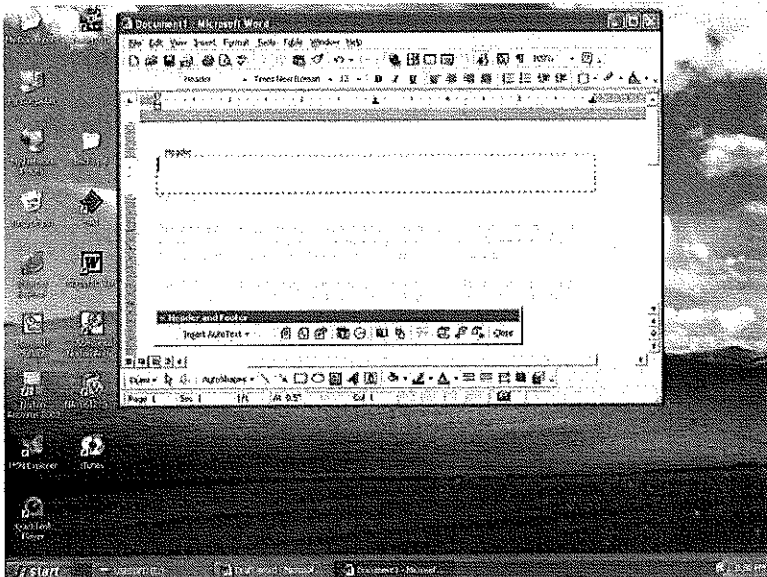
- Create headers and footers
- Move Text
- What are those underlines in my document
- Bullets and Numbering
- Exercise

## Create Headers and Footers

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You can insert headers and footers into a Word document. A header is text or graphics that appear in the top margin of a document.

A footer is similar to a header, but footers appear in the bottom margin of a page.



When creating a header or footer, Word automatically switches to Print Layout view. The document text is grayed and the Header and Footer areas are marked off with dashed boxes.

The **header and footer** toolbar appears when you are creating or editing a header or footer. You can use the Switch between header and footer button on the header and footer toolbar to switch between the header and footer.

## Move Text

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Refurbisher may facilitate such transfer by re-installing the donated Microsoft non-operating system software product solely from valid media delivered by the donor, provided that refurbisher provides to the Eligible Recipient all media and documentation accompanying the donated Tool Free software. **Refursher shall take all steps to prevent unauthorized distribution, duplication or pirating of the software**

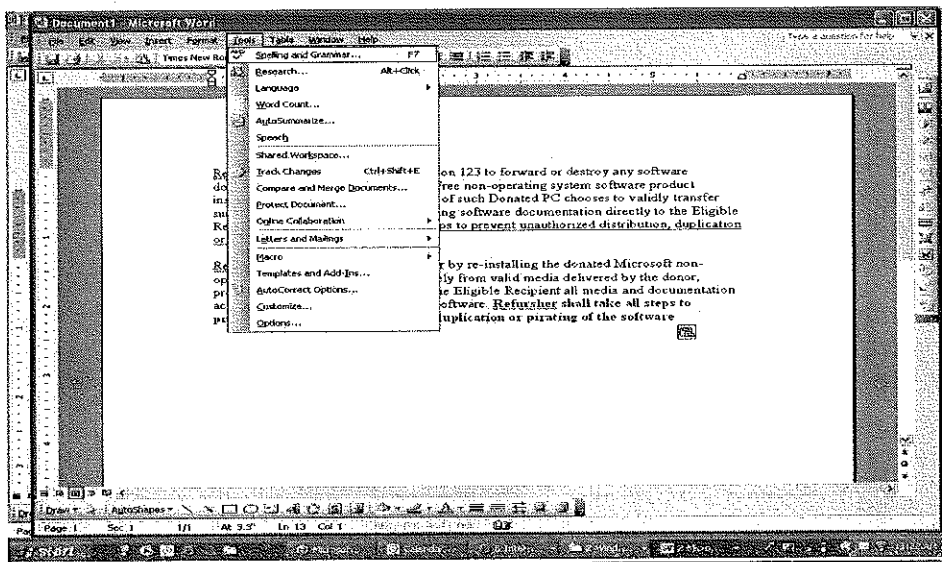
### **Practice:**

- Select the text you want to move.
- Click **Cut**.
- Place the insertion point where you want the text to appear.
- Click **Paste**.

## What Are Those Underlines In My Document?

Refurbisher is not required under Section 123 to forward or destroy any software documentation accompanying a Tool Free non-operating system software product installed on a Donated PC if the donor of such Donated PC chooses to validly transfer such software product and accompanying software documentation directly to the Eligible Recipient. Refurbisher shall take all steps to prevent unauthorized distribution, duplication or pirating of the software.

Refurbisher may facilitate such transfer by re-installing the donated Microsoft non-operating system software product solely from valid media delivered by the donor, provided that refurbisher provides to the Eligible Recipient all media and documentation accompanying the donated Tool Free software.



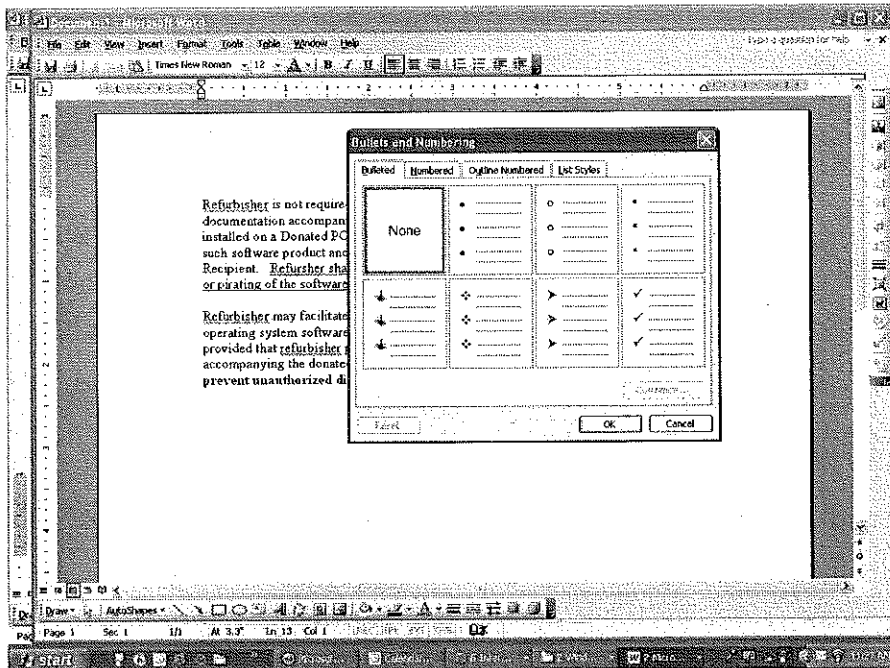
### A document with spelling and grammatical errors.

- The red wavy underline indicates a spelling error in "Museum."
- The green wavy underline indicates a problem with the grammar.



## Bullets and Numbering

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### Create a list as you type

To start a numbered list as you enter text, you type 1, then a period (.), and then press the SPACEBAR to enter a space. To type a bulleted list, type \* (asterisk), and press the SPACEBAR to enter a space. Then type the text you want, and press ENTER to add the next list item.

Word automatically inserts the next number or bullet. To end the list, you press ENTER twice, or press BACKSPACE to delete the last number or bullet in the list.

**Exercise:**

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1. Type a (3) paragraph page letter.
2. Add Bullets within the letter.
3. Add numbers within the letter.
4. Bold names and underline.

**Congratulations!!!!**

**Participants will be able to:**

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**Objective:** Upon completion of this chapter participants will be able to:

- Use and understand the basic and relevant functions of document formatting
- Apply their knowledge and hands-on exposure in the classroom

**Lesson 4**

- Insert a manual page break
- Remove a manual page break
- Change the page orientation
- Change the paper size
- Exercise

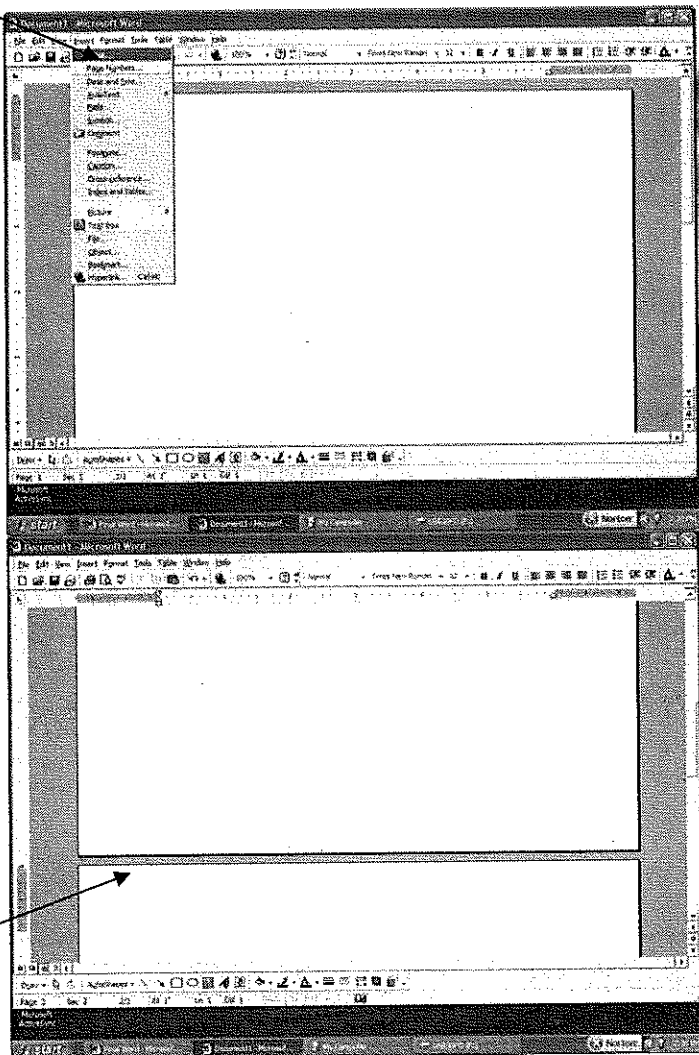
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## Inserting a manual page break

When typed text exceeds the amount of text that will fit on a page, Word inserts an automatic page break. There may be times, when you want to insert a page break manually. You may want to keep a heading with the paragraph below it. Word provides you with this capability.

You can distinguish an automatic page break from a manual page break by its appearance in the document. In **Normal** view, an automatic page break appears as a dotted line. A manual page break displays the words **Page Break** in the middle of a dotted line.

Page



Page  
Break

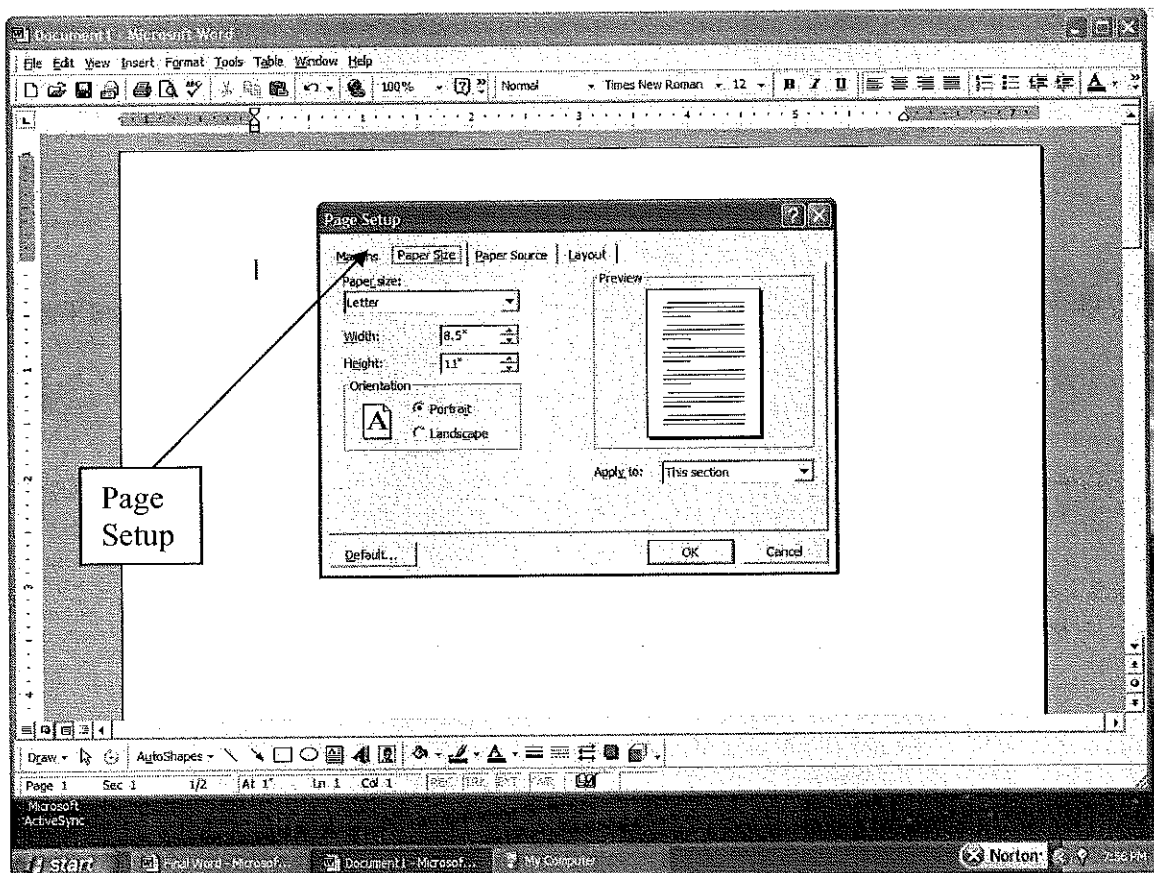
## Change The page Orientation

Page orientation refers to how the page will be printed. Word includes two possible page orientations: portrait and landscape. The orientation you use October 31, 2006 October 31, 2006 depends on the desired look of the document.

In portrait orientation, the shorter edges of the paper are at the top and bottom and the longer edges are on the left and right. Letters and memos are ideally suited for portrait orientation.

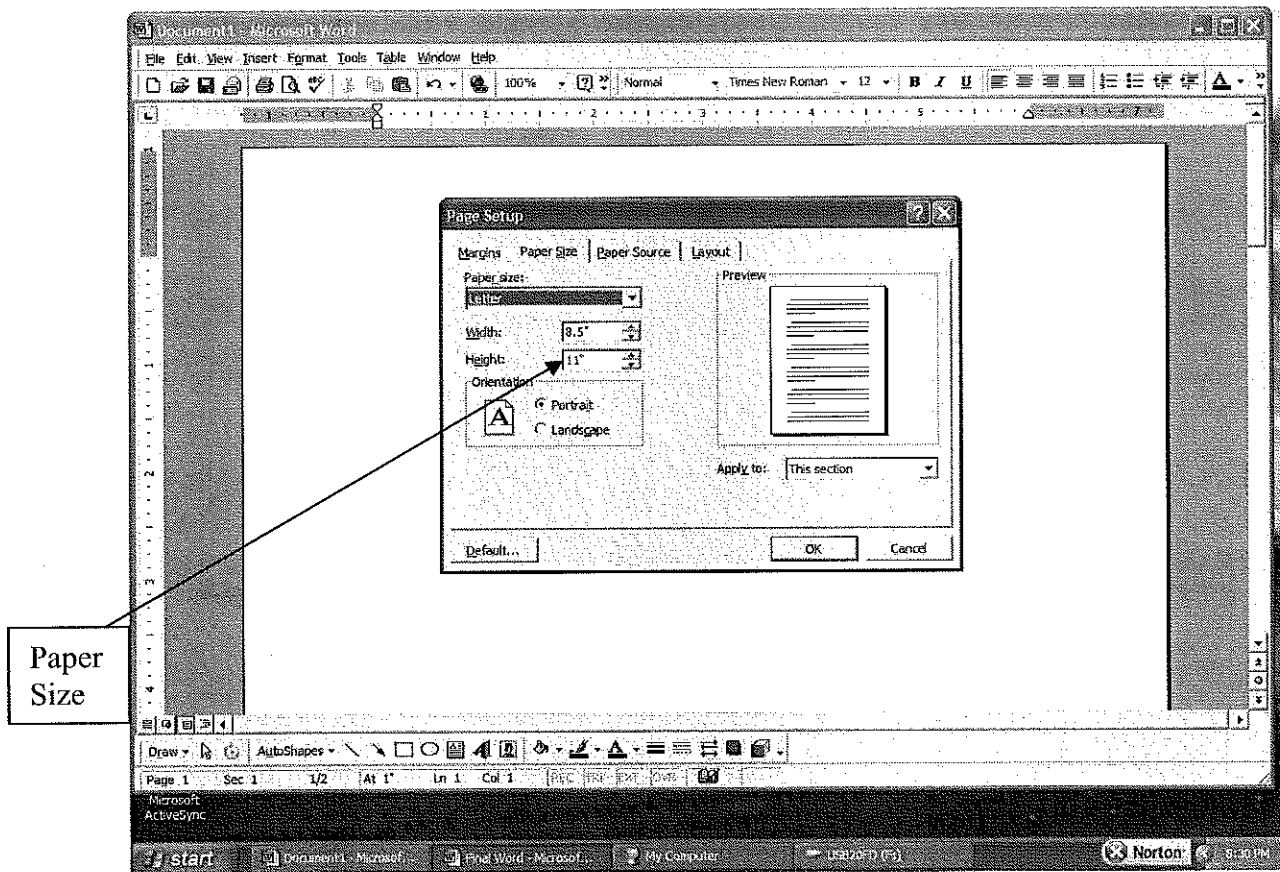
In landscape orientation, the longer edges of the paper are at the top and bottom and the shorter edges are on the left and right. Landscape orientation is most often used for graphics, charts, spreadsheets, and drawings.

When you change the page orientation, automatic page breaks readjust. You may have to create manual page breaks to group related information.



## Changing the Paper Size

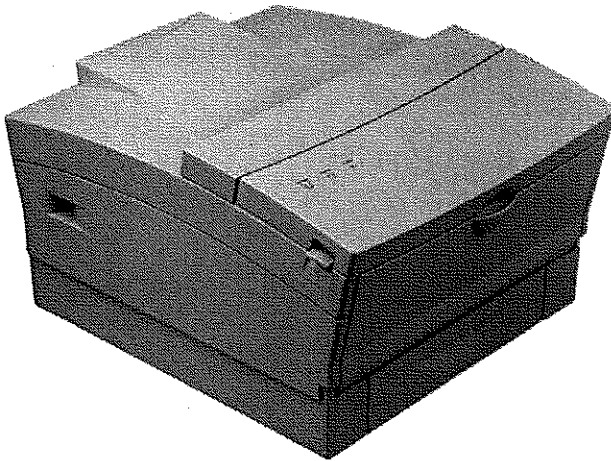
The default paper size in Word is 8 ½ x 11 inches. You use this paper size for most memos and letters. Another paper size is legal (8 ½ by 14 inches), which can be used for special applications such as legal documents. You can also create a custom paper size. All paper sizes appear under Preview in the Page Setup dialog box.



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## Print Your Document

Before you print, check the spelling in your document, and then preview before printing.



### Print your document

On the **File** menu, click **Print**. If more than one printer is available to print from, you can select the one you want in the **Name** box. If you want to print more than 1 copy, choose how many under **Copies**, in the **Number of copies** box. Then click **OK**, and you're done.

---

**Exercise**

1. Type a letter with (2) paragraphs.
2. Change the paper size to Portrait.
3. Change the paper size to Landscape.
4. View the letters layout
5. Save document

**Congratulations!!!!**



**Participants will be able to:**

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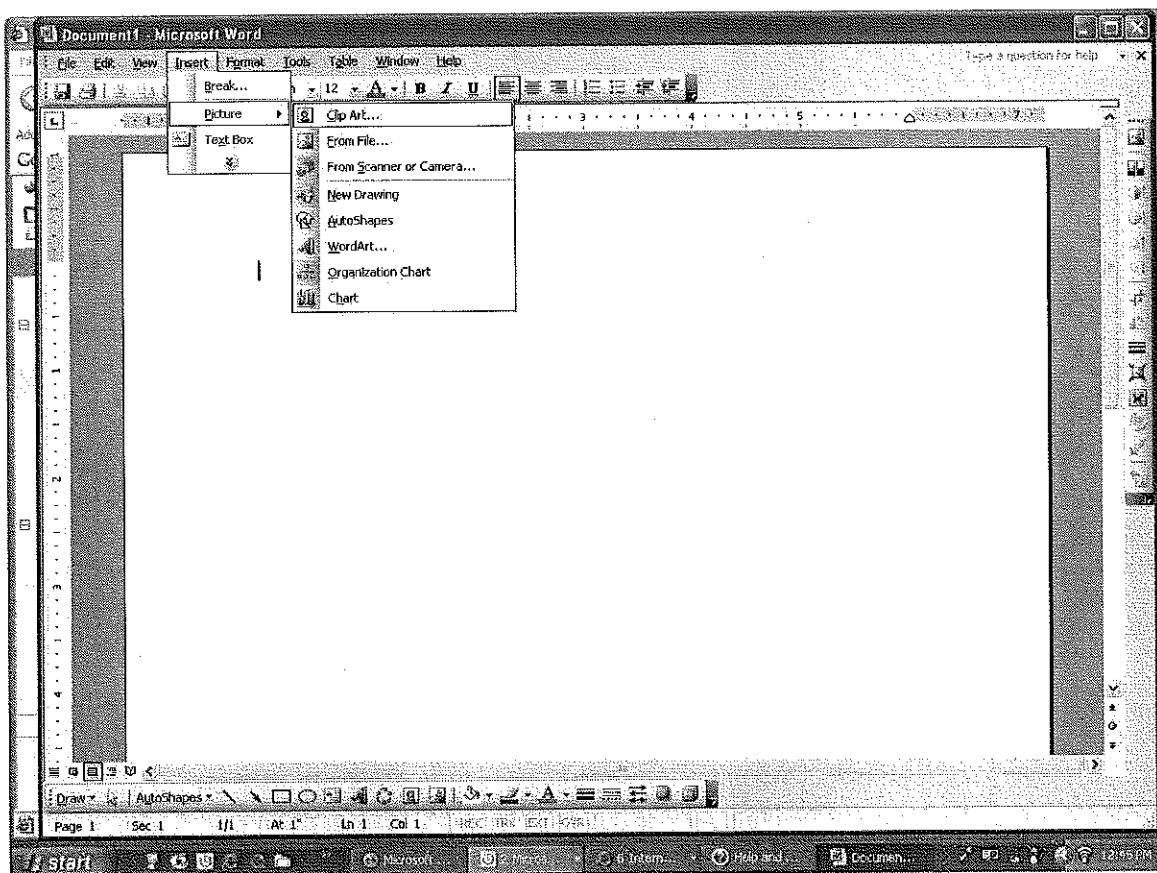
**Objective:** Upon completion of this chapter participants will be able to:

- Use and understand the basic and relevant functions of Clip Art.
- Apply their knowledge and hands-on exposure in the classroom

**Lesson 5**

- Logging into clip art
- Collections
- How to open clip art
- Exercise

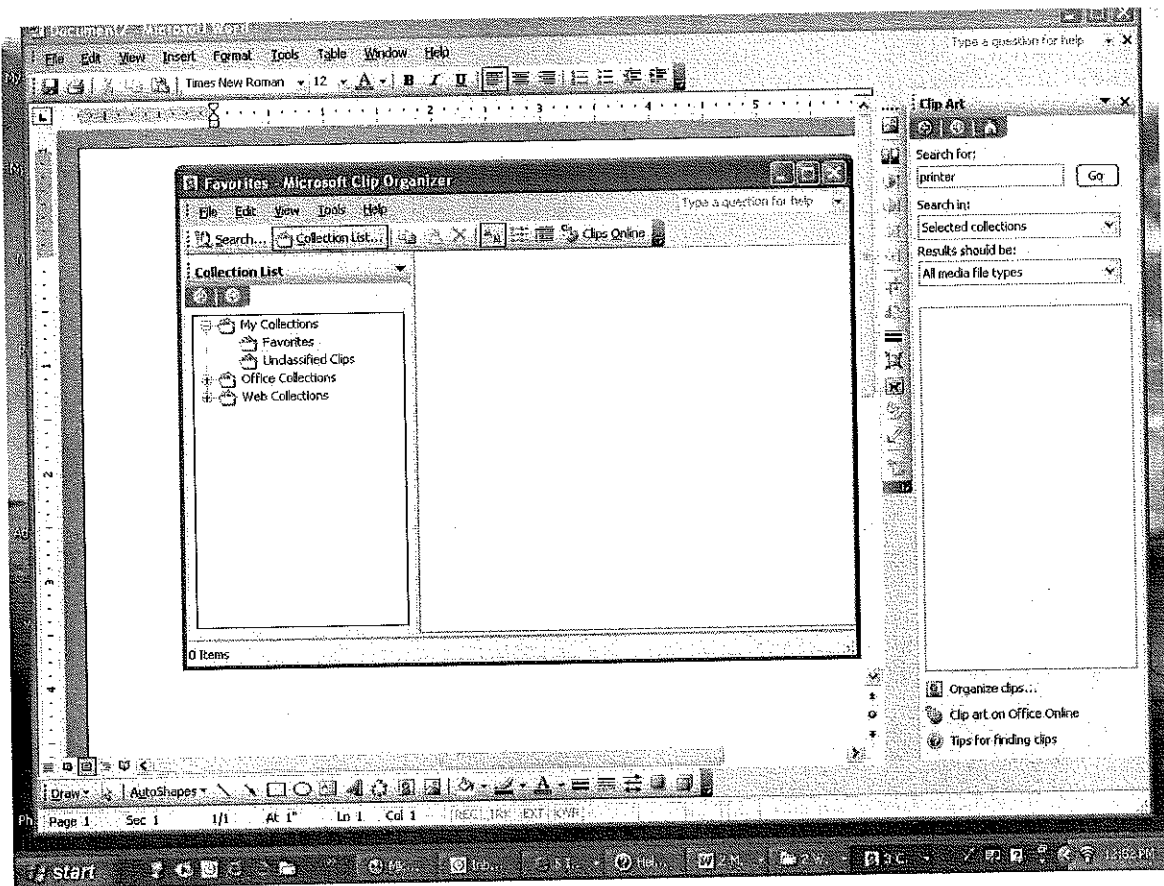
## Logging into ClipArt



There are several ways to open Clip Organizer:

- In an Office program, use the **Organize Clips** link in the **Clip Art** task pane (**Insert** menu, **Picture** command).
- The Clip Art task pane is available in Microsoft Excel, FrontPage, InfoPath, PowerPoint, Publisher, Visio, Word, and Outlook (if you use Word as your e-mail editor).
- On the **Start** menu, click **All Programs**, point to **Microsoft Office**, point to **Microsoft Office Tools**, and then click **Microsoft Clip Organizer**.

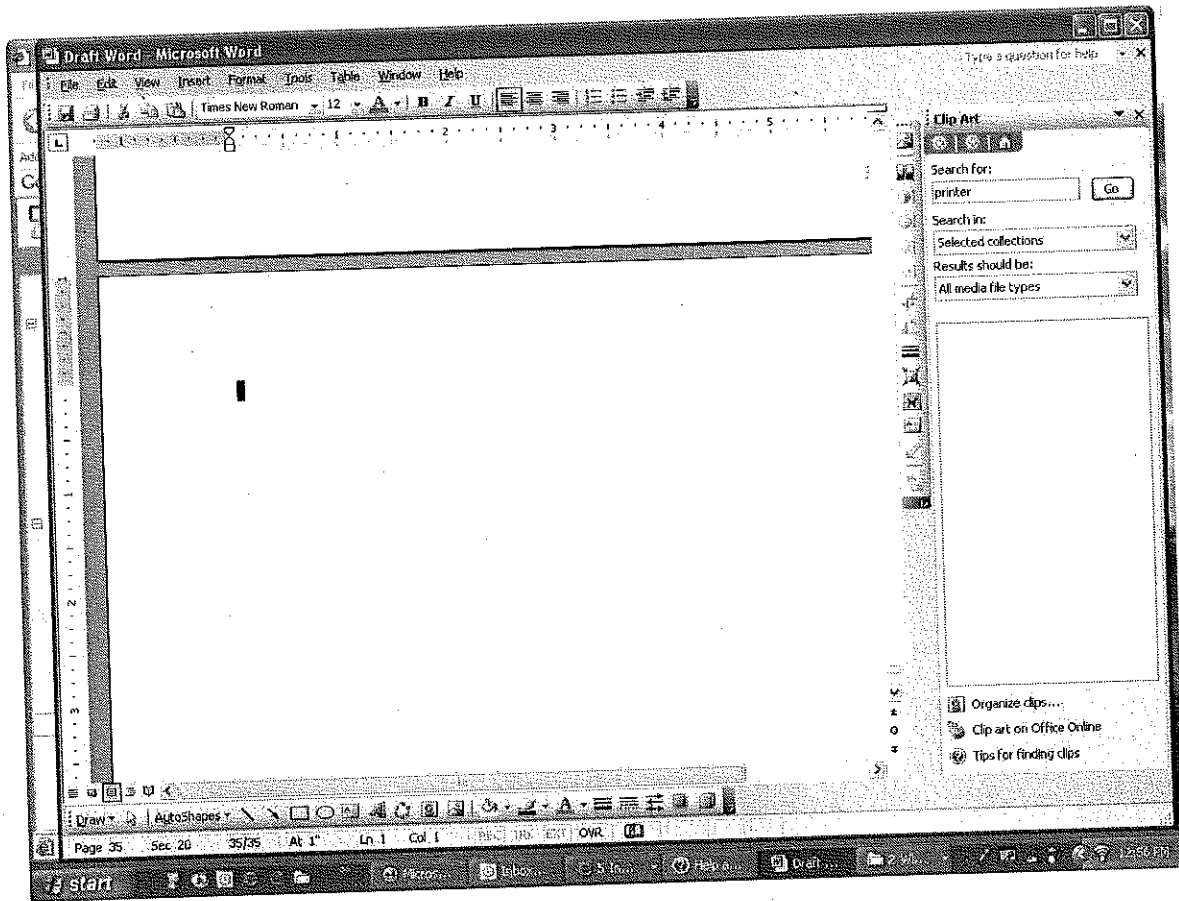
## Collections



There might be times when you no longer need a clip. For example, perhaps your company logo has changed and you want to make sure you only use the new one. You have several options:

- Delete the clip reference from a particular collection.
- The clip may still exist in other collections, which is a good way to edit collections if you realize that a clip doesn't really belong in a particular collection.
- Completely delete the clip reference from Clip Organizer.
- There'll be no keyword references to it and you won't find it in the **Clip Art** task pane either (but the actual file will still exist on your hard drive in its original file location).
- Delete the clip from your computer altogether.
- To totally remove a graphic from your hard drive, you have to remove it from the folder that it's stored in (for example, the My Pictures folder). The reference will still exist in Clip Organizer, so you need to get rid of that too.

## How to Open Clip Art



Clip Organizer can be used by itself—separately from any Office program—as a "standalone" program, and through the **Clip Art** task pane in most Office programs (more about the **Clip Art** task pane in the second lesson).

There are several ways to open Clip Organizer:

- In an Office program, use the **Organize Clips** link in the **Clip Art** task pane (**Insert** menu, **Picture** command).
- The Clip Art task pane is available in Microsoft Excel, FrontPage, InfoPath, PowerPoint, Publisher, Visio, Word, and Outlook (if you use Word as your e-mail editor).
- On the **Start** menu, click **All Programs**, point to **Microsoft Office**, point to **Microsoft Office Tools**, and then click **Microsoft Clip Organizer**.
- Download a clip from Microsoft Office Online. (If you copy (and paste) clip art from the Web site, then Clip Organizer is not opened.)

## Exercise

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1. Visualize a flyer that you would like to design for your business.
2. Open Word
3. Type the Title at the Top of the page.
4. Add a few pictures to your design
5. Add more text to fit the pictures that you have chosen.

**Congratulations!!!!**

**Participants will be able to:**

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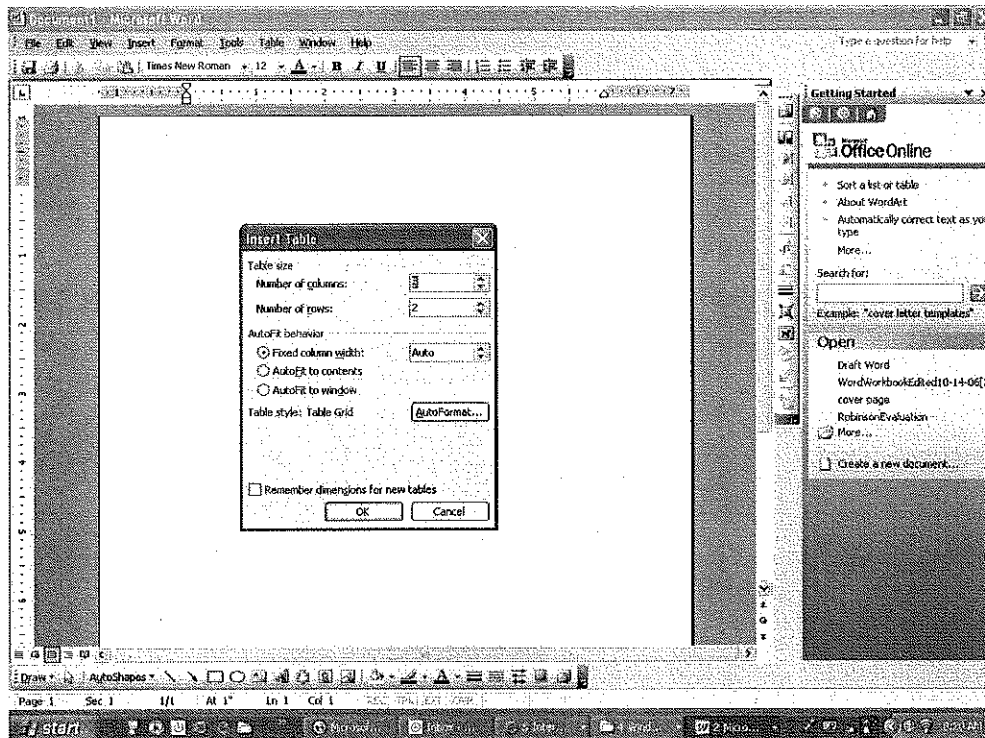
**Objective:** Upon completion of this chapter participants will be able to:

- Use and understand the basic and relevant functions of Tables.
- Apply their knowledge and hands-on exposure in the classroom

**Lesson 6**

- Select & Navigate in a Table
- Add Text
- Add Graphics
- Exercise


## Get Acquainted with Word Tables



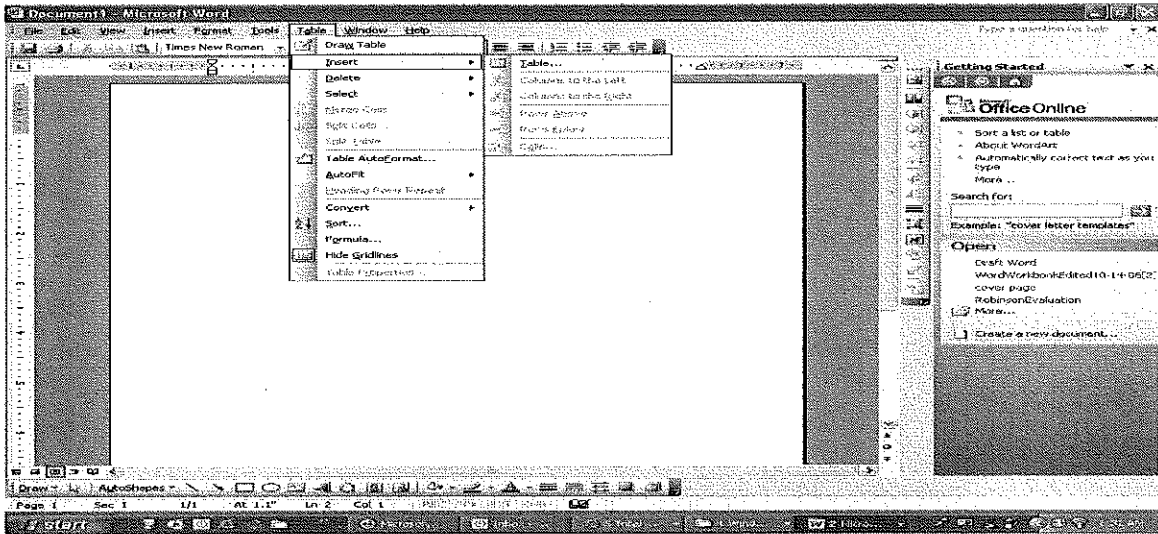
The **Insert Table** dialog box.

- Select the number of columns and rows for your table.
- Click **OK**.

Next, on the **Table** menu, click **Insert**, and then click **Table**. Select the number of columns and rows for your table and then click **OK**. That's all there is to it.

You can create a table even more quickly by using the **Insert Table** button  on the **Standard** toolbar. We'll show you how in the practice session at the end of this lesson.

## Select and Navigate in a Table



When you want to copy or move a table, or perform a variety of easy editing and formatting tasks that you'll learn in this course, you first have to select the table (or the part of the table that you want to format).

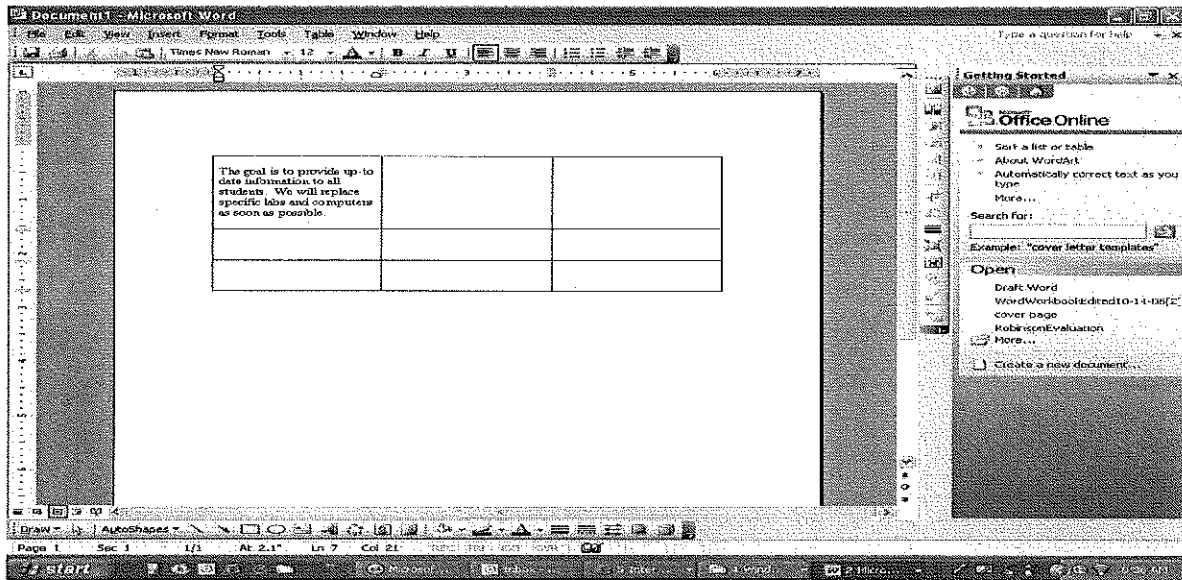
To select part or all of a table, place your insertion point anywhere in the table, cell, row, or column that you want to select. Then, on the **Table** menu, point to **Select** and then click **Table**, **Column**, **Row**, or **Cell** as needed.

You can also select cells, rows, columns, or an entire table by pressing SHIFT plus the arrow keys (for example, SHIFT+LEFT ARROW) or by clicking and dragging with your mouse, just as you can to select text.

Getting around in your table is just as easy. Just click in any cell. If you prefer using the keyboard, press TAB to move forward one cell at a time and SHIFT+TAB to move backward one cell at a time. You can also use the arrow keys to move throughout the table.

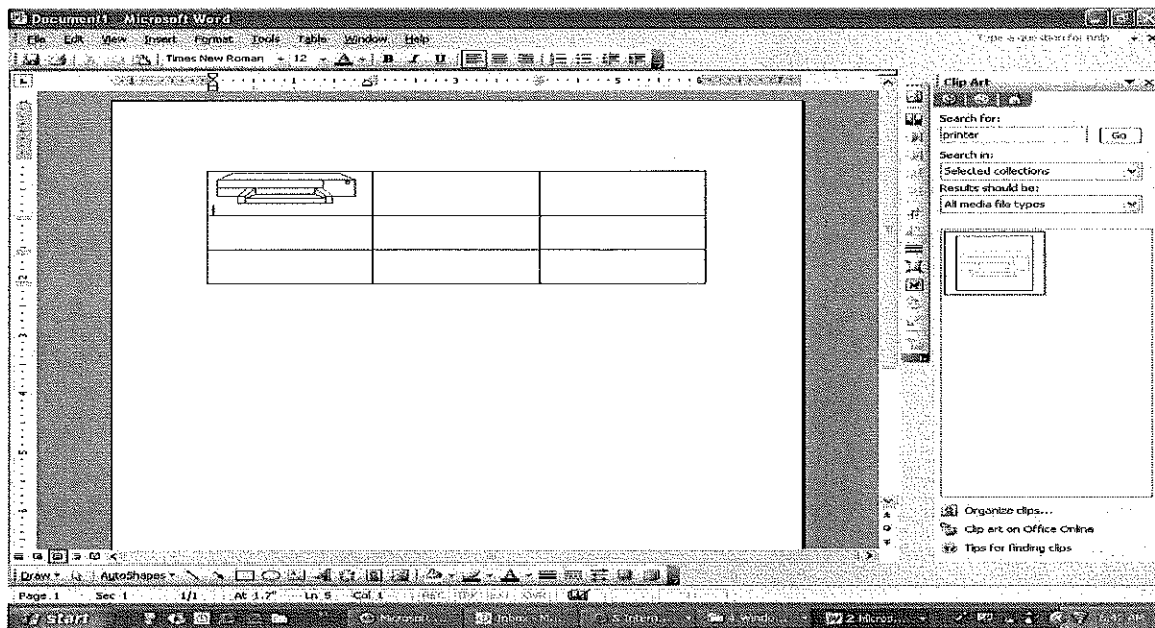


## Add text to a table



To add text to any cell in your table, simply click in the cell and begin typing. When you finish typing the text you need in any cell, you can press the TAB key to move to the next cell.

## Add a graphic to a table



You can insert a graphic into a table cell just as you do in the body of your document, by pasting or using the options on the **Insert** menu.

To insert a graphic, on the **Insert** menu, point to **Picture**, and then click **From File**. You can use some of the other options on the **Picture** submenu, such as **Clip Art**, **Chart**, and **From Scanner or Camera**.

The important thing when working with graphics in tables is to use the **In line with text** layout option on the **Layout** tab of the **Format Picture**. This layout option causes your graphic to act just like a text character — so you can format it by using font and paragraph formatting, and it will sit securely in your table cell.

### **Exercise**

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- 1). Create a Table with (12) Rows and (12) Columns.
- 2). Add the months in the top Rows.
- 3). Add Text in the first two columns.
- 4). Add pictures in some of your columns.

**Congratulations!!!!**